



Erie Area Business Workshops & Webinars

Helping businesses to connect the dots...

Small Business Appreciation Week is May 1-7, 2016

Check out www.coloradosmallbizweek.com for a calendar of events, workshops, webinars and celebrations that will take place throughout Colorado during small business week.

May, 2016

Systematic Selling Series (4-Parts) Register

Tuesday, May 03, 2016 2:00 PM to 4:00 PM, 4 sessions ending Tuesday, May 24

Topic: Sales

This is a 4-part series taking place on May 3, 10, 17 and 24 that will walk participants through the sales process by covering the following topics (one per week): Building Your Prospecting Plan, Booking Your First Appointment, Succeeding at a Sales Meeting, and Closing the Deal.

Speaker: Steve Parry, Sales Productivity Consultants

Location: Boulder SBDC

Fee: \$ 79.00

Start-Up Orientation- Evening Workshop Register

Tuesday, May 03, 2016 6:00 PM to 8:00 PM

Topic: Start-up Assistance

Ready to start a business in Colorado? This comprehensive Business Startup Orientation has been designed as a starting place for anyone who is considering jumping into business for the first or seventh time. This seminar will provide you with a Colorado Startup Guide, free library resources to support your business, web resources, as well as a general overview of things to consider when starting a business. Join us in person for this workshop! During this workshop, you'll learn about: -Business licensing requirements -Business required taxes -Legal forms or organization -Components of a business plan -Essentials for marketing -Management requirements -Financial planning -Means to fund a business

Speaker: Jesse Esparza

Location: North Metro Denver SBDC

Fee: \$ 25.00

Boot Camp de Planificación de Negocios Register

Wednesday, May 04, 2016 5:30 PM to 7:30 PM, 5 sessions ending Wednesday, June 01

Topic:

¿Buscan saltar iniciar su concepto de negocio? Este campamento le ayudará rápidamente desarrollar su plan de negocios y determinar la factibilidad de lanzar su negocio. Este taller consisten en 10 horas de entrenamiento y cubre esenciales empresariales, marketing, organización y resumen financiero. Además, cada participante podrá hacer 5 horas de gratis, asesoría uno-a-uno con el consejero de SBDC. Esta serie está presentado en español. El objetivo de este campamento es permitir a los participantes que crear un plan o viabilidad de negocios. Los participantes reunirán cada semana con el consejero para recibir mas ayuda y para que terminen las tareas y cumplan con el plan de negocio. Estamos aquí para ayudarles. Los negocios multiculturales son animados a asistir esta serie. Los asistentes con experiencia mínima de negocios son bienvenidos. **La terminacion de la serie y un plan de negocios aprobado puede estar utilizado para requisito para una subvención de Boulder County CAP Personal Investment Program (PIE) o las subvenciones de City of Longmont Startup o Business Improvement. Las reuniones (5:30-7:30pm): Boulder Public Library, 1001 Arapahoe Ave. 4 de mayo en la sala de Arapahoe 11 de mayo en la sala de Canyon 18 de mayo en la sala de Flagstaff 25 de mayo en la sala de Arapahoe 1 de junio en la sala de Arapahoe

Speaker: Jesse Esparza, Morning Sun Enterprises, LLC

Location: Boulder SBDC

Social Media Basics for Your Small Business – Visually Speaking Register

Wednesday, May 04, 2016 6:00 PM to 8:00 PM

Topic: Not Set

This workshop will help you begin using the more “visual” forms of social media to reach your audience. We’ll discuss platforms such as Instagram and Pinterest and learn how to bring content into them with ease. In this workshop, you will learn how to set up these accounts for your business and how to create engaging and useful messaging with your brand on it. Additional takeaways include how content impacts your website traffic, fun and enjoyable use of these channels, ways to make your content shareable, and best practices for messaging on these accounts.

Speaker: Deb Kolaras, Founder/Owner of Marketing Java

Location: Boulder SBDC - Longmont Satellite

Fee: \$ 45.00

Accounting Made Simple with Xero Register

Friday, May 06, 2016 9:00 AM to 11:30 AM

Topic: Business Accounting and Budget

Are you tired of fussing with your accounting software or excel spread sheets? Do you wish it was mobile and online and that you could get support 24/7? If you answered yes to either question you will love Xero Accounting Software for Small Business owners. During this session you will learn how this software simplifies accounting for you the small business owner. Now you can use Xero’s mobile apps to manage your business while you’re on the move. Reconcile, send invoices and create expense claims – from anywhere. Seating is limited, register today.

Speaker: Wendy J. Renslow, ABC Auditing Bookkeeping & Consulting, LLC
Approximately 8 miles away from zip code 80516
Fee: \$ 35.00

CDOT Small Business Certifications [Register](#)

Tuesday, May 10, 2016 9:00 AM to 11:00 AM

Topic:

Are you a small business that can provide products or services for a highway or transit construction project? Are you interested in doing business with the Colorado Department of Transportation (CDOT) or working on local airport, street or bridge improvement projects? If so, this is the workshop for you! Come learn about upcoming opportunities with CDOT and how you can leverage small business certifications to get your foot in the door.

Speaker: Cathy Kramer, Connect2DOT

Location: Boulder SBDC

Carbon Valley: Ready to Start a Business [Register](#)

Tuesday, May 10, 2016 6:00 PM to 7:45 PM

Topic:

Location: Carbon Valley Library 7 Park Avenue Firestone, CO 80504

Location: East Central Colorado SBDC - Firestone Satellite

Fee: \$ 25.00

Give Them Something to Talk About: Growing your Company with a Limited Marketing Budget

Friday, May 13, 2016 9:30 AM to 11:30 AM

Topic: Marketing and Sales

See how Sunshine Plumbing Heating Air grew 535% to win the Denver Business Journal #1 Fastest Growing Company award using an on line review Strategy!

Speaker: Susan Roberts-Frew, President, Sunshine Plumbing Heating Air

Location: North Metro Denver SBDC - Brighton Satellite

Fee: \$ 15.00

Start-Up Orientation- Evening Workshop [Register](#)

Tuesday, May 17, 2016 6:00 PM to 8:00 PM

Topic: Start-up Assistance

Ready to start a business in Colorado? This comprehensive Business Startup Orientation has been designed as a starting place for anyone who is considering jumping into business for the first or seventh time. This seminar will provide you with a Colorado Startup Guide, free library resources to support your business, web resources, as well as a general overview of things to consider when starting a business. Join us in person for this workshop! During this workshop, you'll learn about: -Business licensing requirements -Business required taxes -Legal forms or organization -Components of a business plan -Essentials for marketing -Management requirements -Financial planning -Means to fund a business

Speaker: Jesse Esparza

Location: North Metro Denver SBDC

Fee: \$ 25.00

Start-Up Essentials Register

Wednesday, May 18, 2016 1:00 PM to 4:30 PM

Topic:

Attorney Theresa Pickner walks you through the nuts and bolts of starting your own business, including legal entity selection, taxes (sales, use, and payroll), liability protection, registering your trade name, and more. This workshop will help save time and stress by helping you determine which agencies to contact along with the forms you will need, and by providing the information necessary to make key decisions before completing your paperwork. You will receive a digital packet containing reference materials and forms you will need to get your business started right away. Attendees may also arrange for a private consultation for up to an hour with Theresa Pickner at no extra charge. Location: Boulder Public Library Main Branch, 1001 Arapahoe Avenue in the Boulder Creek Room

Speaker: Theresa A. Pickner, Attorney at Law

Location: Boulder SBDC

Fee: \$ 45.00

TechVenture Series Register

Friday, May 20, 2016 8:00 AM to 12:00 PM

Topic: Not Set

Location: Boulder SBDC

Fee: \$ 545.00

Biz Start Academy Register

Friday, May 20, 2016 9:00 AM to 1:00 PM

Topic: Start-up Assistance

Today more people are starting their own business for many reasons; downsizing where they worked for many years; following a lifelong dream; freedom, etc. This half day workshop will get you in motion. Our facilitators will walk you through the start up steps: 1. What's in a Name 2. Determine a Legal Structure 3. Where to register your business name. Check the Secretary of State Business data base to see if it is available. 4. How to get an FEIN (Federal Employee Identification Number). 5. What business licenses you need. 6. Doing Business with your municipality 7. Understanding Federal State, county and city tax requirements. 8. Understand how to obtain a business bank account. 9. Why you need business insurance. 10. Business finance and taxes. 11. Meet with counselors to get questions answered and set up a follow up appointment. This training will take a few hours but in the end you will have a better understanding of how to start and run your business and all the confusion surrounding licensing and legal requirements will be behind you. What is more you will be an entrepreneur with a network of advisers and documents to get you off on the right foot. Light continental breakfast provided.

Speaker: Kendra Fernandez, FBD Strategies Chuong M. Le, The 3iLaw Jean Starr, City of Brighton Sales Tax Division Jennifer Holmes, City of Brighton One Stop Center Lynn Weintraub, Colorado Business Accounting and Consultants Corp. Valerie Escatel, Valley Bank & Trust Gabe Lopez, Nationwide Insurance Teri Sanchez, SBDC

Location: North Metro Denver SBDC - Brighton Satellite

Fee: \$ 25.00

10 Reasons Why Your Capability Statement May Hurt You More Than Help You Register

Tuesday, May 24, 2016 9:30 AM to 11:00 AM

Topic:

This program is designed to help company owners understand the usefulness of the federal capability statement and why in many cases your capability statement may do more harm than good. We will examine the difference between a Capability Statement Marketing Document, Technical Resume, Line Card and Performance History and a Technical Capability Statement for a Sources Sought or Request for Information (RFI) response. This workshop will instruct on proper capability statement construction including images, industry codes, and understanding when you need a capability statement and when you do not. You will also learn to avoid the pitfalls of many small businesses when marketing their company and what contracting officers look for when reviewing your Capability Statement. Location: Boulder Public Library in the Canyon Room (North Entrance)

Speaker: Andra L. Hargrave, Director of Federal Contracting, Global Sales Advisors

Location: Boulder SBDC

Fee: \$ 40.00

Engineering & Professional Services Training Series - Maximizing Indirect Cost Recovery Register

Thursday, May 26, 2016 9:00 AM to 12:00 PM

Topic:

The Boulder SBDC is hosting a special series of workshops for professional services firms in the construction industry. Thanks to sponsorship from Connect2DOT, this workshop is free to attend for qualified businesses (must be a professional service firm in the construction industry). One of the most important and distinctive characteristics of pricing for government contracts is the use of Indirect Cost (IDC) rates. This workshop will discuss the definition, value and details of IDCs and policies that have a major impact on your profitability. The conversation will include the types of IDC bases and rates, the components and calculation of an IDC rate, how to determine the appropriate rate that should be used on a project, allowable and unallowable costs, and how a firm's business and accounting policies affect their rate. It will also cover common questions & potential pitfalls related to IDC once a project is awarded.

Speaker: Dan Markham, CPA Markham & Associates

Location: Boulder SBDC

Fee: FREE

June, 2016

Marketing Essentials Register

Thursday, June 02, 2016 9:00 AM to 11:30 AM

Topic:

Break your marketing plan down into its core elements: Identify your market niche Develop a marketing strategy Determine a marketing budget Each component of the marketing plan will be discussed in detail, and attendees will receive several worksheets to help crystallize key portions of the plan. Location: Boulder Public Library Main Branch, 1001 Arapahoe Avenue in the Canyon Room

Speaker: Maureen (Mo) Kanwischer, Momentum Business Consulting

Location: Boulder SBDC

Fee: \$ 45.00

2016 Leadership Collaborative Register

Thursday, June 02, 2016 3:00 PM to 3:00 PM, 2 sessions ending Friday, June 03

Topic:

****Start time June 2nd from 3pm-7pm, second day of the workshop is June 3rd, from 9am-3pm**** The 7 Stages of Entrepreneurial Growth and one entire day of Leadership Development through a Collaborative Effort Helping the Small Business Owners Predict, Prepare and Prosper Business Growth Specialist, Speaker, Trainer Laurie Taylor President of Flashpoint will be the Keynote at the 2016 Leadership Collaborative. If you have been struggling with growing your business this day and a half session will help you re-evaluate your business strategy. "Within each stage of growth are three unavoidable zones; preparation, performance, and pressure. The move from one stage of growth to another begins as soon as you land in any stage of growth. What a business does not get done in a specific stage of growth does not go away. Time will make a difference" Laurie Taylor. At this event you will uncover the root cause of the growth issue the obstacles to growth so you can eliminate growth trauma, and never misdiagnose what's really going on in your business as you determine the best path to success. Is it time to re-evaluate your situation? Join us at the 2016 Leadership Collaborative June 2-3 at the Armory at Brighton Cultural Center, 300 Strong St. Brighton, CO 80601 Spend Thursday evening learning to recognize what stage of development your business is in and Friday all day identifying your leadership style as you collaborate and learn from other business leaders. This is a can't miss event if you truly want to grow your business. To register highlight this link then right click then click on go to: <http://bit.ly/1UO4QOO> You will be taken to the Eventbrite page to purchase a ticket. Follow us on Twitter: @NMSBDC_Brighton for most current updates!

Speaker: Keynote: Laurie Taylor, Flashpoint Friday Speakers: Successful Business Leaders

Location: North Metro Denver SBDC - Brighton Satellite

Fee: \$ 53.74

Longmont Startup Week: Startup Roadmap Register

Tuesday, June 07, 2016 6:00 PM to 9:00 PM

Topic: Not Set

Plan the successful launch or growth of your business with the Startup Roadmap workshop. Instructors will use the Business Model Canvas to identify key challenges you'll need to address as your business grows. Attendees can expect to: • Begin a draft of their Business Model Canvas • Understand how it serves as a foundation for a business plan • Draft basic financial projections and understand cash-flow vs. income • Be provided a list of resources to dig deeper Startup Roadmap is a three-hour, hands-on workshop with a focus on making key business concepts clear, accessible and actionable.

Speaker: Bing Chou, DealerHQ and Ian Netherton, CPA/ABV, CGMA

Location: Boulder SBDC - Longmont Satellite

Fee: \$ 45.00

Start-Up Orientation- Evening Workshop Register

Tuesday, June 07, 2016 6:00 PM to 8:00 PM

Topic: Start-up Assistance

Ready to start a business in Colorado? This comprehensive Business Startup Orientation has been designed as a starting place for anyone who is considering jumping into business for the first or seventh time. This seminar will provide you with a Colorado Startup Guide, free library resources to support your business, web resources, as well as a general overview of things to consider when starting a business. Join us in person for this workshop! During this workshop, you'll learn about: -Business licensing requirements -Business required taxes -Legal forms or organization -Components of a business plan -Essentials for marketing -Management requirements -Financial planning -Means to fund a business

Speaker: Jesse Esparza

Location: North Metro Denver SBDC

Fee: \$ 25.00

Erie: Ready to Start a Business Register

Tuesday, June 14, 2016 6:00 PM to 7:45 PM

Topic: Not Set

Location Erie Library 400 Powers Street Erie, CO 80516

Location: East Colorado SBDC - Training Site - Erie High Plains Library, Erie

Fee: \$ 25.00

Start-Up Essentials Register

Wednesday, June 15, 2016 1:00 PM to 4:30 PM

Topic: Not Set

Attorney Theresa Pickner walks you through the nuts and bolts of starting your own business, including legal entity selection, taxes (sales, use, and payroll), liability protection, registering your trade name, and more. This workshop will help save time and stress by helping you determine which agencies to contact along with the forms you will need, and by providing the information necessary to make key decisions before completing your paperwork. You will receive a digital packet containing reference materials and forms you will need to get your business started right away. Attendees may also arrange for a private consultation for up to an hour with Theresa Pickner at no extra charge. Location: Boulder Public Library Main Branch, 1001 Arapahoe Avenue in the Boulder Creek Room

Speaker: Theresa A. Pickner, Attorney at Law

Location: Boulder SBDC

Fee: \$ 45.00

How to do Business with CU Register

Tuesday, June 21, 2016 9:00 AM to 11:00 AM

Topic: Not Set

All interested suppliers are invited to attend a short, free session entitled 'How to do Business with CU'. Content is focused for business concerns interested in learning how the University's procurement process operates. Businesses which offer goods or services appropriate for University consumption are encouraged to attend. The session does not include information on student/student group purchasing or

construction projects. Session topics will include: • Overview of University of Colorado System • Overview of Procurement Service Center (PSC): Payables & Purchasing • Introduction to University procurement process : Purchasing Thresholds & Competitive Solicitations • Introduction to CU Sourcing & Supplier Portal • Overview of University Small Business Program • Review of Information Packet: Contacts & Resources • Q & A Note: Attendance is NOT a requirement to do business with the University Location: Boulder Public Library Canyon Room (North Entrance)

Speaker: Penny Davis, University of Colorado Small Business Liaison Officer

Location: Boulder SBDC

Start-Up Orientation- Evening Workshop Register

Tuesday, June 21, 2016 6:00 PM to 8:00 PM

Topic: Start-up Assistance

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Speaker: Jesse Esparza

Location: North Metro Denver SBDC

Fee: \$ 25.00

CEV Breakfast: How to Develop a Sales Compensation Program that Produces the Results You Need Register

Wednesday, June 22, 2016 8:00 AM to 10:00 AM

Topic: Not Set

Location: Boulder SBDC - Longmont Satellite

Engineering Training Series - CDOT Consultant Prequalification & Master Price Agreements Register

Thursday, June 23, 2016 9:00 AM to 12:00 PM

Topic: Not Set

The Boulder SBDC is hosting a special series of workshops for professional services firms in the construction industry. Thanks to sponsorship from Connect2DOT, this workshop is free to attend for qualified businesses (must be a professional service firm in the construction industry). The Colorado Department of Transportation (CDOT) spends nearly \$115 million every year with outside professional services firms. There are numerous opportunities for small business to provide A&E services including landscape architecture, civil and bridge engineering, environmental, geotechnical, surveying, and construction management. Last year, CDOT updated its policy to require all licensed professional service providers to be prequalified and have a Master Price Agreement (MPA). If you are interested in working on CDOT design projects as a prime or sub consultant, you don't want to miss this workshop. This session will be led by CDOT staff who will walk you through the process of technical and financial prequalification, as well as establishing an MPA to work with CDOT.

Speaker: Kyle Dilbert, Engineering Contracts Manager Engineering Contracts Colorado Department of Transportation Carlos Garcia, Lead Consultant Prequalification Engineering Contracts Colorado Department of Transportation Marguerite Molinas, Lead Contracting Officer Engineering Contracts Colorado Department of Transportation George Currie, CIA, CFE, CRMA, CICA Engineering Contracts Colorado Department of Transportation

Location: Boulder SBDC

TechVenture Series Register

Friday, June 24, 2016 8:00 AM to 12:00 PM, 5 sessions ending Friday, October 28

Topic: Not Set

Location: Boulder SBDC

Fee: \$ 545.00

BizModel Workshop - Strategic Planning for Business Development and Growth Register

Friday, June 24, 2016 9:00 AM to 4:00 PM

Topic: Business Basics

Forget Business Plans! The business planning method for the 21st Century is more practical and effective in not only starting a business but in growing a business through the different stages of business growth. A business model describes the value an organization offers to its customers. It illustrates the capabilities and resources required to create, market and deliver this value, and to generate profitable, sustainable revenue streams. The BIZMODEL Workshop offers systematic methodologies of business development strategies to deliver value and innovation to business planning offering a new perspective on business strategy using a business model template which will help you: 1. Identify your true business model and niche 2. Identify your real customer segments 3. Focus on the big picture (lowering the planning risk) 4. Reach beyond existing demand to show the scalability of the business 5. Develop the strategic sequence for the business 6. Identify key organizational hurdles 7. Build execution into the strategy How to structure the business to insure future growth using a reproducible manner, leading to opportunity while minimizing risk To help ensure the business model can be implemented in a way that it supports a viable business each participant will be given a follow up appointment to complete a business model that can be implemented/or presented to a lending institution. A light continental breakfast and light lunch will be served.

Speaker: SBDC Consultants

Location: North Metro Denver SBDC - Brighton Satellite

Fee: \$ 25.00

Introduction to Entrepreneurship for Teens Register

Saturday, June 25, 2016 10:00 AM to 4:00 PM

Topic: Not Set

Any teen interested in learning about entrepreneurship is encouraged to attend! Throughout the day, you will hear stories from real life entrepreneurs about how they started their own business and how you could start your own! This will be an interactive, hands-on day facilitated by a successful entrepreneur. You will work in teams throughout the day to walk through the process of manufacturing a product, creating plans, learning about product differentiation and market strategy with changing market conditions, and how to set a price for a product or service. This event is meant to be a fun way to explore if entrepreneurship might be a great career option for you! Lunch will be provided.

Speaker: Erin Lewis

Location: Boulder SBDC

Updated 04.29.2016

ONLINE WEBINARS AND RESOURCES MATERIALS:

- East Colorado SBDC Free E-Learning Videos <http://www.eastcoloradosbdc.com/training/free-elearning-videos>
- Highplains Library <http://highplains.libguides.com/business>
- SBA Learning Center Online Training & Videos <https://www.sba.gov/tools/sba-learning-center/search/training> Topics include: Sales: A Guide for the Small Business Owner; Marketing 101: A Guide to Winning Customers; Legal Requirements for Small Businesses; Introduction to Pricing; Small Business Employee Recruitment and Retention; Savings Plans for Small Businesses; Financing Options for Small Businesses; Cybersecurity for Small Businesses; Introduction to Accounting; How to Prepare a Loan Package; and much more.
- The [IRS Video portal](#) contains video and audio presentations on topics of interest to small businesses, individuals and tax professionals. You will find video clips of tax topics, archived versions of live panel discussions and webinars.

CLASS LOCATIONS:

Boulder SBDC	Bolder Library, Main Branch, 1001 Arapahoe Avenue, North Wing-Canyon Entrance, Boulder, CO 80302
Boulder SBDC - Longmont Satellite	Longmont Area Chamber of Commerce, 528 Main St. Ste. A, Longmont, CO 80501
East Colorado SBDC – Erie Satellite	Classes at Erie Community Library, 400 Powers Street, Erie, CO 80516 Consulting at Erie Chamber of Commerce 235 Wells Street, Erie, CO 80516
East Central Colorado SBDC – Firestone Satellite	Classes at Carbon Valley Library, 7 Park Avenue, Firestone, CO 80504 Consulting at Carbon Valley Chamber, 8308 Colorado Blvd. Firestone, CO 80504
East Central Colorado SBDC – Fort Lupton Satellite	Fort Lupton Chamber of Commerce, 321 Denver Ave., Fort Lupton, CO 80621
East Colorado SBDC – Mead Satellite	East Colorado Bank, 141 Main Street, Mead, CO 80524
East Colorado SBDC – Windsor Chamber of Commerce Satellite	Windsor Chamber of Commerce, 421 Main Street, Windsor, CO 80550
North Metro Denver SBDC	Front Range Community College, 3645 W. 112 th Ave. Room C1220, Westminster, CO 80030 (Inside Entrance 3 on Southeast side of campus)
North Metro Denver SBDC - Brighton Satellite	Historic Brighton City Hall, 22 S. 4 th Ave. #305, Brighton, CO 80601
North Metro Denver SBDC - Broomfield Satellite	Broomfield Business Resource Center, 2095 W. Sixth Ave., Ste. 109, Broomfield, CO 80020

Note: Some classes may be held at other locations, review registration for exact location/room.